

Property Book Unit Supply Enhanced (PBUSE) Procedures for Deploying to a Standard Property Book System-Redesign (SPBS-R) Property Book Officer (PBO)

1. PURPOSE: These procedures support deployment of an organization element, operating on PBUSE, that will be deploying to a PBO operating on SPBS-R.
2. Upon receipt of mobilization or warning orders the following steps are required to account for unit property already converted to the web-based PBUSE system:

STEP # 1. Initial Mobilization orders may not provide details of the gaining PBO to the Losing PBO. Preliminary actions must be taken by the Losing PBUSE PBO in preparation for unit deployment.

a. - Losing PBUSE PBO will send the gaining SPBS-R PBO a Custodian Appointment Order (sample at enclosure) with a copy of the Primary Hand Receipt for the Forward (deploying) and Rear (Home Station) UIC.

b. - Gaining SPBS-R PBO will send the following information to the Losing PBUSE PBO

Name
Telephone Number
Fax Telephone Number
PBO's AKO e-mail address
PBO's AKO sign in name

- The Gaining SPBS-R PBO will sign the PBO Custodian Appointment Order and a copy of the hand receipt and return both to the Losing PBUSE PBO.

STEP # 2 – The Gaining SPBS-R PBO must request training on PBUSE from the Product Manager, Logistics Information Systems (PM, LIS) via the Global Combat Support System-Army National Operations Center (GCSS-Army NOC) either by e-mail gcssanoc.helpdesk@ngc.com or by telephoning 1-800-340-2393.

STEP # 3 – The Gaining SPBS-R PBO must request the PBUSE System standard hardware configuration (deployable unit set) from PM, LIS either by e-mail gcssanoc.helpdesk@ngc.com or by telephoning 1-800-340-2393.

STEP # 4 - Appendix E, ASIM Manual GCSS-A/T PBUSE End User Manual (EM) (Task Force/Split Operations Checklist) will be used by the Losing PBUSE PBO as a deployment guide. Appendix E provides instruction for establishing derivative UICs and associated derivative DODAACs.

STEP # 5 – The Losing PBUSE PBO will generate a Primary Hand Receipt for the Forward (deploying) and Rear (Home Station) UIC.

STEP # 6 – The Losing PBUSE PBO will have the Primary Hand Receipt Holders for both the Forward and Rear UIC conduct an inventory of all property listed on the hand receipt and sign the hand receipt, thereby assuming responsibility for the property on hand. The Losing PBUSE PBO retains the original copy of the signed hand receipt and the Primary Hand Receipt Holder retains a copy of the signed hand receipt.

STEP # 7 – The Primary Hand Receipt Holder reports to the Gaining SPBR-R PBO with the signed copy of the hand receipt.

STEP # 8 – The Gaining SPBS-R PBO will conduct an inventory of the equipment with the Primary Hand Receipt Holder to ensure that all property listed on the hand receipt is physically on hand. Equipment discrepancies must be noted, adjustment documents must be generated, and the losing PBUSE PBO must be notified. In lieu of a formal physical inventory, the Gaining SPBS-R PBO may choose to accept a statement from the Primary Hand Receipt Holder that all property listed on the hand receipt is accounted for.

STEP # 9 – The Gaining SPBS-R PBO notifies the Losing PBUSE PBO the results of the inventory. The Gaining and Losing PBOs must resolve all hand receipt discrepancies.

STEP # 10 – Upon receipt of PBO Custodian Appointment Order and a signed copy of the hand receipt, the Losing PBUSE PBO assigns the Gaining SPBS-R PBO Roles and Permissions as a “Team Chief” for the forward UIC and removes unauthorized Users for the Forward UIC.

STEP # 11 – The Gaining SPBS-R PBO contacts the Losing PBUSE PBO to confirm access to the applicable Forward UIC.

3. Once the above steps have been completed the Gaining SPBS-R PBO will have access to the web-based PBUSE property book via the Internet. The web site is located at: <https://www.us.army.mil>. An AKO login and password are required for access.

4. If the Gaining SPBS-R PBO has additional individuals that also need access to the PBUSE property book data to perform property book/unit supply functions, the PBO must contact the Losing PBUSE PBO with justification for additional access.

5. All requests for assistance in clarification of these procedures or for technical and programmatic issues must contact the GCSS-Army NOC either by e-mail gcssanoc.helpdesk@ngc.com or by telephoning 1-800-340-2393.